



**DEPARTMENT OF THE NAVY**  
COMMANDER, CARRIER AIR WING RESERVE 20  
NAVAL AIR STATION ATLANTA  
MARIETTA, GA 30060-5099

COMCVWR-20INST 1611.1M  
N116:coa  
30 SEP 1999

**COMCARAIRWINGRES TWO ZERO INSTRUCTION 1611.1M**

Subj: FITNESS/EVALUATION REPORTS/MID-TERM COUNSELING

Ref: (a) BUPERSINST 1610.10

Encl: (1) FITREP/EVAL/COUNSELING Planning Calendar  
(2) COMCVWR-20 FITREP/EVAL COUNSELING MATRIX

1. Purpose. To establish procedures for fitness/evaluation reports submission and counseling requirements within Carrier Air Wing Reserve 20 per reference (a).

2. Cancellation. COMCVWR-20INST 1611.1L

3. Discussion. Commander, Carrier Air Wing Reserve 20 (COMCVWR-20) is the regular reporting senior for officers assigned to the Staff, Commanding Officers, Officers-in-Charge, and TAR Executive Officers of assigned squadrons. Commander, Carrier Air Wing Reserve 20 will perform the mid-term counseling for all squadron Commanding Officers, Officers-in-Charge, and TAR Executive Officers. It is paramount that all fitness report inputs be submitted in a timely manner to ensure accuracy and proper submission by the Air Wing Commander.

4. Action. Fitness report inputs shall be forwarded to CVWR-20 via E-mail using the current FITREP/EVAL program as prescribed below:

a. For Commanding Officers, TAR Executive Officers/Officers-in-Charge on the following occasions:

(1) Annually, not later than 15 August for (TAR) Commanders, 15 Sept for (SELRES) Commanders and all Lieutenant Commanders.

(2) 15 days prior to relief.

(3) 45 days prior to the detachment of COMCVWR-20.

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b. For officers assigned to the Staff of CVWR-20:

(1) 15 days prior to the actual due date of the fitness report or detachment date of the officer.

(2) 45 days prior to detachment of CVWR-20.

c. Mid-term counseling for Commanding Officers, TAR Executive Officers/Officers-in Charge will require planning and coordination with the current squadron operations schedule and COMCVWR-20.

d. All other fitrep/evaluation reports and counseling will be completed per reference (a) and enclosures (1) and (2).



C. F. WEIDEMAN

Distribution: COMCVWR-20INST 5216.1K  
(List I(H) Case A)

FITREP/EVAL/COUNSELING Planning Calendar

(FITREP/EVAL ending dates are the last day of the month for officers and the 15th of the month for enlisted.)

	PERIODIC FITREP/EVAL			MIDTERM COUNSELING		
	Officers TAR/Inac.	Officers Active	Enlisted All	Officers TAR/Inac.	Officers Active	Enlisted All
January		03		06	06	E1,E2,E3
February		02		05 (TAR)	05	
March	W4, W3,W2,W1	W4/3	E5	05 (SELRES) 04,01,02	W1,W2	E8,E7
April			E9	03	04	
May		01				E6
June			E4		W2,W1	
July	08,07,06	08,07,06	E3/2/1		03	
August	05 (TAR)	05			02	
September	05 (SELRES), 04,02,01,	W2,W1	E8,E7	W4,W3 W1,W2	W4,W3	E5
October	03	04				E9,E3/2/1
November		01	E6		01	
December				W2,W1		E4

COMCVWR-20 FITREP/EVAL COUNSELING MATRIX

<b>OFFICERS</b>		
03-05	RATER	DCAG/CSO
	REPORTING SENIOR	CAG
<b>ADMIN</b>		
E1-E3	RATER	ADMIN CPO
	REPORTING SENIOR	DEPT HEAD
E4-E6	RATER	ADMIN CPO
	SENIOR RATER	ADMIN OFFICER
E7	RATER	ADMIN OFFICER
	REPORTING SENIOR	CAG
<b>SPECIAL ASSISTANT</b>		
CMC	RATER	DCAG/CSO
	REPORTING SENIOR	CAG
CCC	RATER	CMC
	REPORTING SENIOR	CAG
<b>MAINTENANCE/ORDNANCE</b>		
E1-E3	RATER	MAINT CPO
	REPORTING SENIOR	CAGMO
E4-E6	RATER	DIVISION CPO
	SENIOR RATER	CAGMO
	REPORTING SENIOR	CAG
E7-E8	RATER	MAINTENANCE MCPO
	SENIOR RATER	CAGMO
	REPORTING SENIOR	CAG
E9	RATER	CAGMO
	REPORTING SENIOR	CAG
<b>TRAINING</b>		
E7	RATER	TRAINING OFFICER
	REPORTING SENIOR	CAG

**RATERS/SENIOR RATERS** - Evaluation reports on E6 and below require signatures of a rater, senior rater and reporting senior. This ensures that senior enlisted and junior officer supervisors are properly included in the evaluation process.

**SELECTION OF RATER AND SENIOR RATERS** - The rater should be a CPO whenever possible. The senior rater will be the member's division officer or department head. The senior rater may be omitted where the reporting senior is the rater's immediate supervisor.